

**WEST BATON ROUGE PARISH ASSESSOR**

**A Component Unit of the  
West Baton Rouge Parish Council  
Port Allen, Louisiana**

**ANNUAL FINANCIAL REPORT  
Year Ended December 31, 2012**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date AUG 07 2013

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## INDEPENDENT AUDITORS' REPORT

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The Honorable Barney M. Altazan  
West Baton Rouge Parish Assessor  
Port Allen, Louisiana

### Report on the Financial Statements

We have audited the accompanying financial statements of the West Baton Rouge Parish Assessor, as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of West Baton Rouge Parish Assessor, as of December 31, 2012, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### ***Required Supplementary Information***

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

#### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the West Baton Rouge Parish Assessor's financial statements as a whole. The accompanying financial information listed as supporting schedules in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. This information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, this information is fairly stated in all material respects in relation to the financial statements as a whole.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 7, 2013, on our consideration of the West Baton Rouge Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Assessor's internal control over financial reporting and compliance.

***Wright, Moore, DeHart,  
Dupuis & Hutchinson, LLC***

**WRIGHT, MOORE, DEHART,  
DUPUIS & HUTCHINSON, LLC  
Certified Public Accountants**

June 7, 2013  
Lafayette, Louisiana

## **BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

**WEST BATON ROUGE PARISH ASSESSOR**

**STATEMENT OF NET POSITION  
DECEMBER 31, 2012**

**ASSETS**

**Current Assets:**

Cash and Cash Equivalents	\$	776,111
Investments		1,009
Intergovernmental Receivable		393,067
Prepaid Expenses		14,688
Deposits		<u>11,073</u>
Total Current Assets		1,195,948

**Non-Current Assets:**

Capital Assets, Net of Accumulated Depreciation		<u>52,153</u>
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<b>TOTAL ASSETS</b>	<b>\$</b>	<b><u>1,248,101</u></b>
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The accompanying notes are an integral part of the basic financial statements.

**WEST BATON ROUGE PARISH ASSESSOR**

**STATEMENT OF NET POSITION  
DECEMBER 31, 2012**

**LIABILITIES AND NET POSITION**

**LIABILITIES**

**Current Liabilities:**

Accounts Payable	\$ 3,533
Other Liabilities	<u>237</u>
Total Current Liabilities	3,770

**Non-Current Liabilities:**

Net OPEB Obligations	<u>411,610</u>
Total Non-Current Liabilities	<u>411,610</u>

TOTAL LIABILITIES	<u>415,380</u>
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**NET POSITION**

**Invested in Capital Assets, Net of**

Related Debt	52,153
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Unrestricted	<u>780,568</u>
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TOTAL NET POSITION	<u>832,721</u>
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**TOTAL LIABILITIES  
AND NET POSITION**

\$ <u>1,248,101</u>
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The accompanying notes are an integral part of the basic financial statements.



**WEST BATON ROUGE PARISH ASSESSOR**

**STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

		<u>Program Revenues</u>	<u>Net (Expenses) Revenues and Increases (Decreases) in Net Position</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Governmental Activities</u>
<b>Governmental Activities</b>			
General Government	\$ 670,876	\$ 575	\$ (670,301)
<b>Total Governmental Activities</b>	<b>\$ 670,876</b>	<b>\$ 575</b>	<b>(670,301)</b>
General Revenues:			
Ad Valorem Taxes			421,961
Investment Earnings			<u>6,121</u>
<b>Total General Revenues</b>			<b><u>428,082</u></b>
Change in Net Position			(242,219)
Net Position-Beginning			<u>1,074,940</u>
Net Position-Ending			<b><u>\$ 832,721</u></b>

The accompanying notes are an integral part of the basic financial statements.

**FUND FINANCIAL STATEMENTS (FFS)**

**WEST BATON ROUGE PARISH ASSESSOR**

**BALANCE SHEET - GOVERNMENTAL FUND  
DECEMBER 31, 2012**

**ASSETS**

Cash and Cash Equivalents	\$ 776,111
Investments	1,009
Intergovernmental Receivables	393,067
Prepaid Expenses	14,688
Deposits	<u>11,073</u>

**Total Assets** **\$ 1,195,948**

**LIABILITIES AND FUND BALANCES**

**Liabilities:**

Accounts Payable	\$ 3,533
Other Liabilities	<u>237</u>
<b>Total Liabilities</b>	<u><b>3,770</b></u>

**Fund Balances:**

Nonspendable	14,688
Unassigned	1,177,490

**Total Fund Balances** **1,192,178**

**Total Liabilities and Fund Balances** **\$ 1,195,948**

The accompanying notes are an integral part of the basic financial statements.

**WEST BATON ROUGE PARISH ASSESSOR**

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE  
TO NET POSITION OF GOVERNMENTAL ACTIVITIES  
DECEMBER 31, 2012**

Total Governmental Fund Balance \$ 1,192,178

Amounts reported for governmental activities in the Statement of  
Net Position are different because:

Capital assets used in governmental activities are not financial  
resources, therefore, are not reported in the funds.

Capital Assets	348,286
Accumulated Depreciation	<u>(296,133)</u>
	52,153

Long-term liabilities are not due and payable in the current  
period and therefore are not reported in the funds. (411,610)

Net Position of Governmental Activities \$ 832,721

The accompanying notes are an integral part of the basic financial statements.

**WEST BATON ROUGE PARISH ASSESSOR**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUNDS  
YEAR ENDED DECEMBER 31, 2012**

<b>Revenues:</b>	
Ad Valorem Taxes	\$ 421,961
Interest Income	6,121
Miscellaneous Income	<u>575</u>
<b>Total Revenues</b>	<b><u>428,657</u></b>
<b>Expenditures:</b>	
Personnel Services and Related Benefits	471,885
Travel	7,043
Operating Services	26,644
Materials and Supplies	21,658
Capital Outlay	<u>40,329</u>
<b>Total Expenditures</b>	<b><u>567,559</u></b>
<b>Deficiency of Revenues Over Expenditures</b>	<b><u>(138,902)</u></b>
<b>Fund Balances, Beginning</b>	<b><u>1,331,080</u></b>
<b>Fund Balances, Ending</b>	<b><u>\$ 1,192,178</u></b>

The accompanying notes are an integral part of the basic financial statements.

**WEST BATON ROUGE PARISH ASSESSOR**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Net Change in Fund Balances - Total Governmental Funds \$ (138,902)

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.

Capital Outlay	40,329
Depreciation Expense	<u>(12,143)</u>
Net Adjustment	<u>28,186</u>

Some expenses reported in the Statement of Activities, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

OPEB Obligation Expense	<u>(131,503)</u>
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Change in Net Position of Governmental Activities \$ (242,219)

The accompanying notes are an integral part of the basic financial statements.

## **NOTES TO THE FINANCIAL STATEMENTS**

**WEST BATON ROUGE PARISH ASSESSOR**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniary responsible for the actions of the deputies.

The Assessor's office is located in the West Baton Rouge Parish Courthouse in Port Allen, Louisiana. The Assessor employs five employees, including four deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2012 there are 9,968 real property and movable property assessments totaling \$149,522,840 and \$219,994,720, respectively. This represents an increase of 155 assessments totaling \$20,468,008 over the prior year, caused primarily by increased inventory and number of new businesses in the parish during the year.

**1. Basis of Presentation**

The accompanying basic financial statements of the West Baton Rouge Parish Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the West Baton Rouge Parish Assessor is considered a component unit of West Baton Rouge Parish Council. As a component unit, the accompanying financial statements are included within the reporting of the primary government, either blended into those financial statements or separately reported as discrete component units.



**WEST BATON ROUGE PARISH ASSESSOR**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**2. Reporting Entity**

The Assessor does not possess all of the corporate powers necessary to make it a legally separate entity from the West Baton Rouge Parish Council, which holds the Assessor's corporate powers. For this reason, the Assessor is a component unit of the West Baton Rouge Parish Council, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**3. Fund Accounting**

The Assessor uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Assessor functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

**4. Governmental Funds**

Governmental funds account for all or most of the Assessor's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Assessor. The following are the Assessor's governmental funds:

General Fund - the primary operating fund of the Assessor and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Assessor's policy.

**5. Measurement Focus/Basis of Accounting**

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

**WEST BATON ROUGE PARISH ASSESSOR**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

**5. Measurement Focus/Basis of Accounting - continued**

**Measurement Focus –**

In the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or non-current) associated with their activities are reported.

In the fund financial statements, the current financial resources measurement focus is used. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

**Basis of Accounting –**

In the government-wide statement of net position and statement of activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, "Accounting and Financial Reporting for Nonexchange Transactions."

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available". Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within 60 days of the end of the fiscal year. Ad valorem taxes are recorded in the year taxes are due and payable. Intergovernmental revenues and fees, charges and commissions for services are recorded when the Assessor is entitled to the funds. Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures (including capital outlay) are recorded when the related fund liability is incurred. When both restricted and unrestricted resources are available for use, it is the Assessor's policy to use restricted resources first, then unrestricted resources as they are needed.

**WEST BATON ROUGE PARISH ASSESSOR**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

**6. Budgets**

The Assessor uses the following budget practices:

- a. The Assessor prepares a budget at the beginning of each year based upon prior year expenditures and anticipated revenues for the budget year.
- b. In December, public notices affording the public the opportunity to participate in the budget process, appear in the December issues of the West Side Journal, the official journal of the parish.
- c. Appropriations (unexpended budget balances) lapse at year-end.
- d. There are no outstanding encumbrances.
- e. The GAAP basis is used in preparing and reporting the budget.
- f. During the year, actual revenues and expenditures are compared to budgeted revenues and expenditures by the Assessor. If need, the budget is amended by the Assessor.

**7. Cash and Cash Equivalents**

Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Assessor's investment policy allow the entity to invest in collateralized certificates of deposits, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government-backed securities.

**8. Investments**

Investments for the Assessor are reported at fair value. Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the Clerk's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however if the original maturities are 90 days or less, they are classified as cash equivalents.

**9. Inventories**

All immaterial inventories of the governmental funds are recorded as expenses/expenditures when purchased rather than when consumed.

**10. Prepaid items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

**WEST BATON ROUGE PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

**11. Capital assets**

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5-10 Years
Equipment	5-10 Years

**12. Compensated Absences**

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if *both* of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

The current portion of the liability for compensated absences is reported in the fund financial statements. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources. The remainder of the liability is adjusted into the entity-wide column on Statements of Net Position and Activities.

## WEST BATON ROUGE PARISH ASSESSOR

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

#### (A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

##### 13. Fund Financial Statements

Governmental fund equity is classified as fund balance. Beginning with FY 2011, the West Baton Rouge Parish Assessor implemented GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purpose for which resources can be used:

Nonspendable - This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as being non-spendable as this item is not expected to be converted to cash.

Restricted - This classification includes amounts for which constraints have been placed on the use of resources are either (a) Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws of regulations of other governments; or (b) Imposed by law through constitutional provisions or enabling legislation.

Committed - This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the West Baton Rouge Parish Assessor. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The West Baton Rouge Parish Assessor did not have any committed resources as of year-end.

Assigned - This classification includes spendable amounts that are reported in governmental funds other than the General Fund, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement 54. The intent of an assigned fund balance should be expressed by the West Baton Rouge Parish Assessor of Court that has the authority to assign amounts to be used for specific purposes. The West Baton Rouge Parish Assessor's management has not assigned any amounts at year-end.

Unassigned - This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

**WEST BATON ROUGE PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

**14. Fund equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

**15. Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**16. Impact of Recently Issued Accounting Principles**

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASBS No. 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. The statement of net assets is renamed the statement of net position and includes the following elements: assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position.

This Statement is effective for periods beginning after December 15, 2011, and has been implemented in fiscal year 2012. The adoption of GASBS No. 63 does not have any impact on the Assessor's financial statements.

**(B) LEVIED TAXES**

The following is a summary of authorized and levied property taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Parishwide taxes:			
Assessment District	<u>1.08</u>	<u>1.08</u>	<u>Statutory</u>

The gross assessed value for the tax year 2012, on the certified roll was \$429,102,270. After applying homestead exemptions and other reductions of \$40,448,503, the net assessed value upon which the Assessor's property tax was computed was \$388,653,767.

**WEST BATON ROUGE PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**(B) LEVIED TAXES - continued**

Property taxes are considered delinquent if not paid by December 31. Most of the property taxes are collected during the months of December, January and February. The West Baton Rouge Sheriff acts as the collecting agent for the Parish's property taxes. The Sheriff will have a "tax sale" each year to collect as much of the taxes due as possible. The tax sale date for West Baton Rouge Parish for the 2012 tax assessment will be in May 2013, and the lien date was December 31, 2012.

Property taxes are recorded as receivable and deferred revenues at the time the tax levy is billed (November of each year). As the Sheriff collects the taxes, he forwards them to the Assessor where they are recorded as revenues in accordance with the modified accrual basis of accounting.

The following are the principal taxpayers and related ad valorem tax revenue for the Assessor:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>Assessed Valuation</u>	<u>Revenue for Assessor</u>
The Dow Chemical Co	Chemical	59,536,590	13.90%	\$ 153,604
ExxonMobil Production Co.	Oil Storage	36,129,920	8.40%	93,215
Cargill, Inc.	Agriculture	23,984,780	5.60%	61,881
Total		<u>119,651,290</u>	<u>27.90%</u>	<u>\$ 308,700</u>

**(C) CASH AND CASH EQUIVALENTS**

At December 31, 2012, the West Baton Rouge Assessor's has cash and cash equivalents (book balances) totaling \$776,111. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

**Custodial Credit Risk-Deposits.** At December 31, 2012, the Assessor had \$786,818 in deposits (collected bank balances). The entire balance is secured from risk by the Federal Deposit Insurance Corporation (FDIC). Balances are in multiple banks and no bank balance is in excess of the \$250,000 FDIC limit.

**Interest Rate-Deposits.** The Assessor's policy does not address interest rate risk.

**WEST BATON ROUGE PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**(D) INVESTMENTS**

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the Assessor or its agent in the Assessor's name
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the Assessor's name
3. Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the Assessor's name

At fiscal year-end, the Assessor's investment balances were as follows:

	Category	Carrying Amount		Total Carrying Amount
		Fair Value	Cost	
Investments not subject to categorization:				
External Investment Pool (LAMP)	N/A	\$ 1,009	\$ 1,009	\$ 1,009
Total investments		\$ 1,009	\$ 1,009	\$ 1,009

LAMP is administered by LAMP, Inc. a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- **Credit risk:** LAMP is rated AAAM by Standard & Poor's
- **Custodial credit risk:** LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is the pool, not the securities that make up the pool; therefore, no disclosure is required.



**WEST BATON ROUGE PARISH ASSESSOR**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**(D) INVESTMENTS - continued**

- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: 2a7- like investment pools are excluded from this disclosure requirement, per paragraph 15 of the GASB 40 statement.
- Foreign currency risk: Not applicable to 2a7-like pools.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and board of directors. LAMP is not registered with the SEC as an investment company. Income earned during the year was \$148.

**(E) RECEIVABLES**

The receivables at December 31, 2012 consist of \$393,067 Ad Valorem Taxes.

Receivables are written-off under the direct write-off method whereby bad debts are recorded when a receivable is deemed uncollectible. If they are subsequently collected they are recorded as miscellaneous income. The direct charge off method is not a material departure from GAAP as it approximates the valuation method.

**(F) CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2012, is as follows:

<u>Governmental Activities</u>	Balance, December 31, 2011	Additions	Deletions	Adjustments	Balance, December 31, 2012
Furniture and equipment	\$ 412,711	\$ 40,329	\$ (121,345)	\$ 16,591	\$ 348,286
Total	<u>412,711</u>	<u>40,329</u>	<u>(121,345)</u>	<u>16,591</u>	<u>348,286</u>
Less accumulated depreciation:					
Furniture and equipment	388,745	28,733	(121,345)	-	296,133
Total	388,745	28,733	(121,345)	-	296,133
Capital assets, net	<u>\$ 23,966</u>	<u>\$ 11,596</u>	<u>\$ -</u>	<u>\$ 16,591</u>	<u>\$ 52,153</u>

**WEST BATON ROUGE PARISH ASSESSOR**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**(G) ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$3,770 at December 31, 2012, are as follows:

Accounts Payable	\$ 3,533
Payroll Taxes Payable	<u>237</u>
Total	<u><u>\$ 3,770</u></u>

**(H) DEFERRED COMPENSATION PLAN**

Certain employees of the West Baton Rouge Assessor participate in the Louisiana Public Deferred Compensation Plan adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosure relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397; Baton Rouge, LA 70804-9397.

**(I) PENSION PLAN**

*Plan Description* - Substantially all employees of the West Baton Rouge Parish Assessor are members of the Louisiana Assessor's Retirement System (the System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full time employees who are under the age of 60 at the time of original employment and not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminated with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786; Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

*Funding Policy* - Under the Plan, members are required by state statute to contribute 8% of their annual covered salary and the Assessor is required to contribute at an actuarially determined rate. The current rate is 13.5% of annual covered payroll. Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Assessor are established and may be amended by state statute.

**WEST BATON ROUGE PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**(I) PENSION PLAN - continued**

*Funding Policy* - Under the Plan, members are required by state statute to contribute 8% of their annual covered salary and the Assessor is required to contribute at an actuarially determined rate. The current rate is 13.5% of annual covered payroll. Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Assessor are established and may be amended by state statute.

As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Assessor's contributions to the System under the Plan for the years ending December 31, 2012, December 31, 2011, and December 31, 2010, were \$61,574, \$60,657, and \$76,966, respectively, equal to the required contributions for each year.

**(J) OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

All full time employees of the West Baton Rouge Assessor at their option participate in the employee's health, medical, and group life insurance programs. The insurances are quoted and awarded on a yearly basis.

**Plan Description**

The Assessor offers medical, dental, and life plans to all full time employees as well as retired and retirement eligible employees. The Assessor currently pays 100% of the premiums for all full-time employees and retirees and retirement eligible employees.

**Funding Policy**

Currently the employees and retirees do not contribute to the premiums for the health, dental and life insurance. This is established after the yearly quotes have been awarded and/or addressed in the annual operation budget and may be amended in subsequent years. For 2012, the plan was funded by the Assessor 100% for the health, dental, and life insurance premiums.

The employer contributed to the OPEB plan for 2012 totaled \$17,839 or approximately 3.78% of gross payroll as approved by the Assessor's 2012 budget.

**Annual OPEB Cost and OPEB Obligations**

Assessor's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The Annual Required Contribution (ARC) is the sum of Normal Cost plus the contribution to amortize the Actuarial Accrued Liability (AAL). A level dollar, closed amortization period of 30 years (the maximum amortization period allowed by GASB 43/45) has been used for the post-employment benefits. The total ARC for the fiscal year January 1, 2012, is \$155,291.

**WEST BATON ROUGE PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**(K) OTHER POSTEMPLOYMENT BENEFITS (OPEB) - continued**

The table below shows the Assessor's Net Other Post-Employment Benefit (OPEB) Obligation (Asset) for the year ended December 31, 2012:

Discount Rate	<u>4.00%</u>
Determination of Annual Required Contribution:	
Normal Cost at Fiscal Year End	\$ 57,635
Amortization of UAAL	97,656
Annual Required Contribution (ARC)	<u>\$ 155,291</u>
Annual Required Contribution	\$ 155,291
Interest on Net OPEB Obligation	11,204
Adjustment to Annual Required Contribution	(17,153)
OPEB Cost (Expense)	<u>149,342</u>
Contributions Made	-
Current Year Retiree Premium	<u>(17,839)</u>
Change in Net OPEB Obligation	<u>131,503</u>
Net OPEB Obligation - Beginning of Year	<u>280,107</u>
Net OPEB Obligation - End of Year	<u>\$ 411,610</u>

**Funded Status and Funding Progress**

As of January 1, 2012, the most current actuarial valuation date, the plan was zero percent funded. The actuarial accrued liability for benefits was \$1,594,679 with no valued assets, resulting in an unfunded accrued liability of the same amount. The actuarial valuation of the plan is ongoing and is based on assumptions and probability of events far into the future. Examples could be future events such as employment, mortality and cost of all employee benefits (health insurance, etc.). The determination of the funding status of the plan is ongoing and the annual required contributions by the employer are subject to continual revision and the results of the actual figures are compared with past expectations to meet future estimates.

Actuarial Valuation Date:	<u>1-01-2012</u>
Actuarial Value of Assets (a):	-0-
Actuarial Accrued Liability (b):	\$ 1,594,679
Unfunded (AAL)-(UAAL) (b-a):	\$ 1,594,679
Funded Ratio (a/b):	0.0%
Annual Covered Payroll (c):	\$ 364,208
UAAL as a Percent of Covered Payroll (b/c):	437.85%

**WEST BATON ROUGE PARISH ASSESSOR**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**(K) OTHER POSTEMPLOYMENT BENEFITS (OPEB) - continued**

<u>Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage Contributed</u>	<u>Net OPEB Obligation</u>
12/31/2010	\$ 104,271	0%	\$ 192,992
12/31/2011	\$ 104,271	0%	\$ 280,107
12/31/2012	\$ 155,291	0%	\$ 411,610

**Actuarial Methods and Assumptions**

The Unit Credit Actuarial Method was used. Projections of benefits for financial reporting purposes are based on the plan as understood by the employer and plan members. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with long-term perspective of the calculations.

The individual entry age-normal cost was used for the January 1, 2012, actuarial valuation. Because the government currently finances OPEB using a pay-as-you-go approach, the discount rate is based on the historical and expected investment that are expected to be used in financing the payment of benefits. The actuarial assumptions included a four percent investment rate of return compounded annually. Life expectations were based on the RP 2000 system table with floating Scale AA projections for males and females. Termination rates for withdrawal other than death and retirement were developed from employment and retirement rates. The annual termination probability is dependent on an employee's years of service and assumes assessor employees are part of "Plan A".

100% of employees who elect coverage while in active employment and who are eligible for retiree's medical benefits are assumed to elect continued medical coverage in retirement. For those who elect coverage, it is assumed that they will continue to be covered by the same plan as retirees that they were while active. 40% of members electing coverage are assumed to also elect coverage for a spouse. Females are assumed to be three years younger than males, for active employees.

**(L) COMPENSATION PAID TO ASSESSOR**

The amount of compensation paid to the West Baton Rouge Parish Assessor was \$123,926.

**(M) JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES**

There was no litigation pending against the Assessor as of December 31, 2012. The Assessor's management believes that any potential lawsuits would be covered by insurance or resolved without any material impact upon the Assessor's financial statements. No claims were paid out or litigation costs incurred during the year ended December 31, 2012.

**WEST BATON ROUGE PARISH ASSESSOR**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

**(N) RISK MANAGEMENT**

The Assessor is exposed to various risk of loss related to torts, thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Assessor has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage for the prior year. No settlements were made during the year that exceeded the Assessor's coverage.

**(O) EXPENDITURES OF THE ASSESSOR PAID BY THE PARISH COUNCIL**

The West Baton Rouge Parish Council provides the Assessor its building, utilities, and maintenance.

**(P) SUBSEQUENT EVENTS**

The Organization did not have any subsequent events through June 7, 2013, which is the date the financial statements were available to be issued for events requiring recording or disclosure in the financial statements for the year ended December 31, 2012.

**REQUIRED SUPPLEMENTARY  
INFORMATION**

**WEST BATON ROUGE PARISH ASSESSOR**

**GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-  
BUDGET AND ACTUAL (GAAP BASIS)  
YEAR ENDED DECEMBER 31, 2012**

	<u>Budget</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues:</b>				
Ad Valorem Taxes	\$ 910,500	\$ 913,000	\$ 421,961	\$ (491,039)
Miscellaneous Income	1,500	500	575	75
Interest Income	<u>10,000</u>	<u>6,000</u>	<u>6,121</u>	<u>121</u>
<b>Total Revenues</b>	<u>922,000</u>	<u>919,500</u>	<u>428,657</u>	<u>(490,843)</u>
<b>Expenditures:</b>				
Current -				
Personnel Services and Related Benefits	452,500	472,500	471,885	615
Materials & Supplies	25,000	21,500	21,658	(158)
Operating Services	27,500	27,000	26,644	356
Travel & Other Charges	12,000	8,000	7,043	957
Capital Outlay	<u>35,000</u>	<u>40,500</u>	<u>40,329</u>	<u>171</u>
<b>Total Expenditures</b>	<u>552,000</u>	<u>569,500</u>	<u>567,559</u>	<u>1,941</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<u>370,000</u>	<u>350,000</u>	<u>(138,902)</u>	<u>(488,902)</u>
<b>Net Increases (Decreases)</b>	370,000	350,000	(138,902)	(488,902)
<b>Fund Balance, Beginning</b>	<u>1,331,080</u>	<u>1,331,080</u>	<u>1,331,080</u>	<u>-</u>
<b>Fund Balance, Ending</b>	<u>\$ 1,701,080</u>	<u>\$ 1,681,080</u>	<u>\$ 1,192,178</u>	<u>\$ (488,902)</u>



**COMPLIANCE**  
**AND**  
**INTERNAL CONTROL**

# WRIGHT, MOORE, DEHART, DUPUIS & HUTCHINSON, L.L.C.

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## INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

JOHN W. WRIGHT, CPA \*

JAMES H. DUPUIS, CPA, CFP \*

JAN H. COWEN, CPA \*

LANCE E. CRAPPELL, CPA, CGMA \*

MICAH R. VIDRINE, CPA \*

TRAVIS M. BRINSKO, CPA \*

RICK L. STUTES, CPA, CVA/ABV, APA \*

CHRISTINE R. DUNN, CPA\*\*

DAMIAN H. SPIESS, CPA, CFP \*\*

JOAN MARTIN, CPA, CVA, CFF, DABFA\*\*

BRIDGET B. TILLEY, CPA, MT\*\*

\* A PROFESSIONAL CORPORATION  
\*\* A LIMITED LIABILITY COMPANY

M. TROY MOORE, CPA \* +  
MICHAEL G. DEHART, CPA, CVA, MBA \* +  
JOE D. HUTCHINSON, CPA \* +

+RETIRED



STEPHANIE A. BLANK, CPA

ROBERT T. DUCHARME, II, CPA

MARY PATRICIA KEELEY, CPA

STEPHANIE LADNER, CPA

ROBIN T. LeBLANC, CPA

TANYA L. MIGUES, CPA

WENDY ORTEGO, CPA, CVA

ROBIN G. STOCKTON, CPA

TINA B. VIATOR, CPA

The Honorable Barney M. Altazan  
West Baton Rouge Parish Assessor  
Port Allen, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the West Baton Rouge Parish Assessor, as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise West Baton Rouge Parish Assessor's basic financial statements, and have issued our report thereon dated June 7, 2013.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered West Baton Rouge Parish Assessor's internal control over financial reporting (internal control) to determine the audit as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the West Baton Rouge Parish Assessor's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not have been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether West Baton Rouge Parish Assessor's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, an instance of noncompliance with Louisiana Revised Statutes was noted and is described in the accompanying schedule of findings and questioned costs as item 2012-1.

The Assessor's response to the finding identified in our audit is described in the accompanying schedule of current year findings. We did not audit the Assessor's response and accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is intended for the information and use of management and the Assessor of West Baton Rouge Parish, and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited.

*Wright, Moore, DeHart,  
Dupuis & Hutchinson, LLC*

WRIGHT, MOORE, DEHART,  
DUPUIS & HUTCHINSON, LLC  
Certified Public Accountants

June 7, 2013  
Lafayette, Louisiana

**WEST BATON ROUGE PARISH ASSESSOR  
PORT ALLEN, LOUISIANA  
SCHEDULE OF PRIOR YEAR'S FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Ref.</u>	<u>Fiscal Year</u>	<u>Finding</u>	<u>Corrective Action Taken</u>	<u>Corrective</u>
<u>No.</u>	<u>Initially</u>	<u>Description of Finding</u>	<u>(Yes, No, Partially)</u>	<u>Action</u>
<u>No.</u>	<u>Occurred</u>			<u>Taken</u>

None

**WEST BATON ROUGE PARISH ASSESSOR  
PORT ALLEN, LOUISIANA  
SCHEDULE OF CURRENT YEAR FINDINGS**

**FOR THE YEAR ENDED DECEMBER 31, 2012**

We have audited the financial statements of the West Baton Rouge Parish Assessor as of and for the year ended December 31, 2012, and have issued our report thereon dated June 7, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the provisions of Louisiana Revised Statutes 24:513 and the Louisiana Governmental Audit Guide. Our audit of the financial statements of December 31, 2012 resulted in an unqualified opinion.

***Section I - Summary of Auditors' Reports***

**A. Report on Internal Control and Compliance Material to the Financial Statements**

**Internal Control**

Material Weaknesses	<u>    </u> Yes	<u>  X  </u> No
Significant Deficiencies	<u>    </u> Yes	<u>  X  </u> No

**Compliance**

Compliance Material to Financial Statements	<u>    </u> Yes	<u>  X  </u> No
---	-----------------	-----------------

***Section II - Financial Statement Findings***

**2012-1 Budget Amendments**

***Statement of Condition:***

Management did not properly amend the budgets for the General Fund to insure compliance with the applicable laws.

***Criteria:***

Louisiana Revised Statute 39:1310 requires that budgets be adopted for the General Fund and that amendments be made and properly adopted when variance to budget amounts are in excess of five (5) percent. The Assessor failed to adequately amend the budget for the General Fund.

***Effect of Condition:***

The condition has no effect on the financial statements of the Assessor.

***Cause of Condition:***

Management did not properly project revenues when preparing the amendments to the budget thus causing an unfavorable budget variance of greater than five (5) percent.

***Recommendation:***

We recommend that management implement procedures to monitor budget to actual comparisons and amend budgets as necessary to comply with the Louisiana Local Government Budget Act.

***Management's Response:***

Management has implemented procedures to monitor revenues more closely to ensure that budgets are properly amended to remain in compliance with the Louisiana Local Government Budget Act.

***Section III - Federal Award Findings and Questioned Costs***

This section is not applicable for the current year.



CHRIS GUERIN, CLDA  
CHIEF DEPUTY

# Barney M. Altazan, CLA

ASSESSOR

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## CORRECTIVE ACTION PLAN

DECEMBER 31, 2012

### Louisiana Legislative Auditor

The West Baton Rouge Parish Assessor respectfully submits the following corrective action plan for the year ended December 31, 2012.

#### 2012-1 Budget Amendments

##### *Statement of Condition:*

Management did not properly amend the budgets for the General Fund to insure compliance with the applicable laws.

##### *Recommendation:*

We recommend that management implement procedures to monitor budget to actual comparisons and amend budgets as necessary to comply with the Louisiana Local Government Budget Act.

##### *Management's Response:*

Management has implemented procedures to monitor revenues and expenditures more closely to ensure that budgets are properly amended to remain in compliance with the Louisiana Local Government Budget Act.

If the Louisiana Legislative Auditor has questions regarding this plan, please call Chris Guerin, Chief Deputy Assessor of the West Baton Rouge Parish Assessor at 225-344-6777.

Sincerely yours,

  
Barney M. Altazan

West Baton Rouge Parish Assessor